MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

16 February 1955

1. Colonel White introduced General Cabell who spoke briefly about the concept of administrative support within the Agency as evidenced in the new organization of the Deputy Director (Support). He said that he regarded the change as a fundamental one, which frees the Deputy Director (Plans) from concern with the technicalities of the support function, to the betterment of both areas of responsibility. Colonel White underscored General Cabell's observations and added that he was extremely pleased with the reaction of everyone affected by the change.

2. Colonel White again mentioned his desire to have it understood that the merger of his Office and that of ▓▓▓▓▓▓ repre- 25X1A9a sented an amalgamation of these two Offices alone. He added that he viewed the relationships of the Director of Personnel, the Director of Training, and others, to him as analogous to a "federation" in CIA. Colonel White said that he would now be representing his entire organization's interests at the morning Deputies' Meetings, chaired by the Director of Central Intelligence. He added that he did not contemplate any change in the relationships now existing between the new Offices now under his jurisdiction and other Offices within the Agency, nor did he plan to have his Office step into the presently existing flow of paper between these Offices, except when the exchanges involved interpretations of or changes in major policies. Finally, Colonel White said that since his Staff was small and because he did not intend to add to it as a result of the change, he would look to everyone to see that staff work reaching his Office was thorough and completed, with all necessary coordinations effected prior to presentation to him. He then stressed again his feeling that everyone should attempt to reduce the volume of memoranda flowing between Offices by wider use of the telephone and personal contacts to resolve minor problems.

3. Colonel White then turned to the question of scheduling briefing times for all of the Offices and Staffs now under the Deputy Director (Support), and no objection was voiced in the meeting to the briefing times scheduled in the memorandum which had been distributed to everyone present. The Deputy Director (Support) Staff Meeting is rescheduled for 1100 hours Wednesday, and Colonel White said that he would attempt to have such a meeting every week in the interests of maintaining close liaison. He then directed that all agenda items 25X1A9a be received by ▓▓▓▓▓▓▓▓▓▓▓, of his immediate staff, by 12 noon every Tuesday.

4. Colonel White then discussed the matter of the new titles and their standardization within the new Deputy Director (Support) organization. Except for the Staffs, it was agreed that it would be standard to refer to Offices as "Office of" rather than having the word "Office" follow the name of the function; e.g., "Office of the Comptroller", "Office of Security." It was also agreed that seconds in command throughout the organization would be referred to by the term "Deputy", e.g., "Deputy Director of Personnel." Colonel White then said that he wanted to make all changes immediately effective, including the physical moves of personnel affected by them, and he directed that the draft of a proposed Agency Notice announcing the changes (which was also distributed at the meeting) be published at once. Further, he directed that the Management Staff, coordinating their efforts with the Office of Personnel, see to the matter of reflecting all changes by alterations in the appropriate Tables of Organization and subsequently by personnel actions. Lastly, Colonel White announced that ████████████, Special Assistant to the Deputy Director (Support), was to work with the Office of the Special Support Assistant, and that he would be physically located there, though remaining on Colonel White's immediate staff.

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